



Release Date: JULY 10, 2006  
Final Filing Date: JULY 31, 2006

# PRISON INDUSTRY AUTHORITY

## ASSOCIATE GOVERNMENTAL PROGRAM ANALYST

6PI07

### PROMOTIONAL FOR PRISON INDUSTRY AUTHORITY ONLY

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

POSITION (S) EXIST AT	PRISON INDUSTRY AUTHORITY CENTRAL OFFICE, FOLSOM, CA
WHO SHOULD APPLY	Applicants who meet the minimum qualifications (entrance requirements). This is a promotional examination. Applicants must have a permanent civil service appointment and be currently employed with the Prison Industry Authority as of the final filing date, in order to participate in the examination.
HOW TO APPLY	Applications (Form 678) are available, and must be filed by mail or in person, with the Prison Industry Authority, Examination Services Unit, 560 East Natoma Street, Folsom, CA 95630-2200.  <b>DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD</b>
FINAL FILING DATE	Applications (Form 678) must be <b>POSTMARKED</b> no later than <b>JULY 31, 2006</b> . Applications postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted for any reason.
QUALIFICATIONS APPRAISAL INTERVIEW	It is anticipated that interviews will be held during <b>AUGUST/SEPTEMBER 2006</b>
SALARY	<b>\$4111 – \$4997</b>
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application". You will be contacted to make specific arrangements.
ELIGIBLE LIST INFORMATION	A subdivisional promotional eligibility list will be established for the Prison Industry Authority. The list will be abolished 12 months after is established unless the needs of the service and conditions of the list warrant a change in this period.
POSITION DESCRIPTION	The Associate Governmental Program Analyst performs the most responsible, varied, and complex technical analytical staff services work and continually provides consultative services to management or others. They may act as lead analysts, team leaders, or coordinate the efforts of staff and/or governmental entities on larger projects.
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.  <b>NOTE:</b> Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination. Applicants must meet the education and/or experience requirements for this examination by the final filing date. <b>All applications/resumes must include "to" and "from" employment dates (month/day/year), time-base, and official employment titles. Applications/resumes received without this information will be rejected.</b>

Exam Code: 6PI07

ASSOCIATE GOVERNMENTAL PROGRAM ANALYST  
Class Code: 5393

<b>MINIMUM QUALIFICATIONS</b>	<p><b>Experience:</b> State experience applied toward the “General Experience” pattern must include at least one year in a class at a level of responsibility equivalent to that of the promotional class.</p> <p><b>Education:</b> The following education is required when general experience is used to qualify at any level: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)</p> <p>Experience applicable to one of the following patterns may be combined on a proportional basis with the experience applicable to the other patterns to meet the total experience requirements, provided that the combined qualifying experience totals at least 30 months. Education may not be used to reduce this 30-month limit.</p> <p style="text-align: center;"><b>Either I</b></p> <p>One year of experience performing the duties of a Staff Services Analyst, Range C.</p> <p style="text-align: center;"><b>Or II</b></p> <p>Three years of professional analytical experience performing duties in one or a combination of the following or closely related areas: budgeting, management analysis, personnel, planning, program evaluation, or policy analysis.</p> <p>Promotional candidates who are within six months of satisfying the experience requirement for this class will be admitted to the examination, but they must fully meet the experience requirement before being eligible for appointment.</p> <p>(One year of graduate work in public or business administration, industrial relations, psychology, law, political science, or a related field may be substituted for six months of the required non-supervisory experience.)</p>
<b>EXAMINATION INFORMATION</b>	<p>This examination will consist of a qualifications appraisal interview. During their interview, competitors should be prepared to answer questions relating to areas shown under scope. In order to obtain a position on the eligible list, a minimum rating of <b>70%</b> must be attained in the interview. <b>COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.</b></p> <p style="text-align: center;"><b>QUALIFICATIONS APPRAISAL–WEIGHTED 100%</b></p>
<b>SCOPE</b>	<p><b>A. Knowledge of:</b></p> <ol style="list-style-type: none"> <li>1. Principles, practices, and trends of public and business administration, management and supportive staff services such as budgeting, personnel, and management analysis.</li> <li>2. Government functions and organization.</li> <li>3. Methods and techniques of effective conference leadership.</li> </ol> <p><b>B. Ability to:</b></p> <ol style="list-style-type: none"> <li>1. Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems.</li> <li>2. Develop and evaluate alternatives.</li> <li>3. Analyze data and present ideas and information effectively both orally and in writing.</li> <li>4. Consult with and advise administrators or other interested parties on a wide variety of subject-matter areas.</li> <li>5. Gain and maintain the confidence and cooperation of those contacted during the course of the work.</li> <li>6. Coordinate the work of others and act as team or conference leader.</li> </ol>
<b>SPECIAL PERSONAL CHARACTERISTICS</b>	Demonstrated ability to act independently, open-mindedness, flexibility, and tact.
<b>VETERANS' PREFERENCE/CAREER CREDITS</b>	Veterans' Preference Credits and Career Credits are not granted in promotional examinations.
<b>QUESTION?</b>	If you have any questions concerning this announcement, please contact the Prison Industry Authority, Examination Services Unit, 560 East Natoma Street, Folsom, CA 95630-2200 at (916) 358-2696.

**Exam Code: 6PI07**

**ASSOCIATE GOVERNMENTAL PROGRAM ANALYST**  
**Class Code: 5393**

## GENERAL INFORMATION

For an examination without a written feature, it is the candidate's responsibility to contact the Prison Industry Authority at (916) 358-2696 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview, due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department, Prison Industry Authority, and at [www.pia.ca.gov](http://www.pia.ca.gov).

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list.

**The Prison Industry Authority** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Folsom headquarter and correctional institutions throughout the State. However, locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi-departmental, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin and under certain circumstances may be extended beyond that time.

**Promotional Examinations Only:** Competition is limited to employees who have civil service appointment. Under certain circumstances other employees may be allows to complete under provision of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil services status and eligibility for promotional examinations.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, an investigation may be made of employment records and personal history and fingerprinting may be required.

**Policy of Nondiscrimination on the Basis of Disability and Equal Employment Opportunity Statement:** The Prison Industry Authority does not discriminate on the basis of disability in employment or in the admission and access to its program or activities. The Equal Employment Opportunity Office has been designated to coordinate and carry out this agency's compliance with the nondiscrimination requirements to Title II of the Americans with Disabilities Act (ADA). Information concerning the provisions of the ADA, and the rights provided thereunder, is available from the ADA Coordinator at 560 East Natoma Street, Folsom, CA 95630-2200.

---

**PRISON INDUSTRY AUTHORITY**  
**560 EAST NATOMA STREET, FOLSOM, CA 95630-2200**  
**CALIFORNIA RELAY (TELEPHONE) SERVICE FOR THE DEAF OR HEARING-IMPAIRED:**  
**FROM TDD PHONES: 1-800-735-2929 FROM VOICE PHONES: 1-800-735-2922**

**Exam Code: 6PI07**

**ASSOCIATE GOVERNMENTAL PROGRAM ANALYST**  
**Class Code: 5393**